

## Beacon Time Management Team

### Time Essentials, Vol. 1, Issue 6

February 5, 2007

## What's New?

### On Call and Substitutions

Before we can begin to collect data, the Time Team needs to understand which agencies have employees that are On-Call, and which agencies do shift Substitutions.

When we say On-Call, we are referring to employees that receive an hourly additive or Comp Time for the time they spend On-Call. If you have employees that share a pager, but there isn't any compensation for pager duty, you may answer "No".

For Shift Substitutions, we are trying to identify agencies that do formal shift substitutions, where one employee is specifically designated to fill-in for another, and thus inherits the pay properties of that other employee (i.e., a day shift nurse agrees to fill in for 3 nights to cover someone on vacation, and would then be entitled to shift pay as if that were their regularly assigned shift).

We are asking that ALL agencies drop us a note to [Beacon.Time@ncosc.net](mailto:Beacon.Time@ncosc.net) to answer Yes or No to On Call and Substitutions **by February 13, 2007**. If you answer "Yes" to either, please include in parentheses the approximate number of affected employees.

For example:

Agency: Dept of Commerce  
On Call: Yes (4 pilots)  
Substitutions: No

### Website

The **Time Essentials** archive is now available on the Beacon website. Once the Time Essentials messages have gone out, they will be posted to the website for future reference. This is a secure site. You will have to login and then go to the Time Management page. The path has now been corrected:

- Go to [beacon.nc.gov](http://beacon.nc.gov)
- Click on **\*HR/Payroll Initiative\*** on the left menu
- Enter "hr\_payroll" in the username space and "hrpyrbpt" in the password space

- Select Subject Matter Experts and then Time Management Team

## Follow Up

### **Time Experts Meeting – February 13, 2007**

2 sessions: 9:00am and 1:30 pm here at Beacon. 3514 Bush Street. Space is still available in the afternoon session.

### **Source Codes**

There is one addition to the agency abbreviation list we provided in the Work Schedule Conversion file (Conversion Request #5) sent a couple weeks ago. It is as follows:

94 – NC School of Science and Math

### **Reminders:**

Conversion Request No. 1 deadline: January 31, 2007 !!  
Conversion Request No. 2 deadline: January 31, 2007 !!  
Charge Objects Structure Evaluation deadline: February 9, 2007  
On Call and Substitutions Request deadline: February 13, 2007  
Conversion Request No. 5: Military Leave, Voluntary Shared Leave and FMLA 2/16/07  
Conversion Request No. 6: Work Schedules deadline 2/23/07

## Coming Soon:

- Quota payout
- Worker's Comp
- Testing Scenarios

## Contact Information:

[Beacon.Time@ncosc.net](mailto:Beacon.Time@ncosc.net)

This message has been addressed to the Time Management contacts identified through workshops and surveys. If you feel you are not the right person to be receiving requests for conversion data in your organization, please call Karen at 431-6634. We will update your agency information and the associated distribution lists accordingly.